

# Application Scoring Summary

Following award announcements, all applicants that pass IHCD's completeness and threshold reviews will receive a copy of their final score sheet in order to assist in the preparation of future applications. At the completion of each funding round, a memo containing a detailed description of each award approved by the Board of Directors is posted on the IHCD website. Additionally, a list is posted of all funded and non-funded applicants on IHCD's website.

If an application satisfies all applicable requirements, it will be evaluated and scored based on:

Exhibit 1	Application Information	2 points
Exhibit 2	Economic Disadvantage	32 points
Exhibit 3	Financing	14 points
Exhibit 4	Organizational Capacity	23 points
Exhibit 5	Community Support and Interaction	13 points
Exhibit 6	Primary Activity	16 points
	<b>Total Possible</b>	<b>100 points</b>

No award shall be made to any applicant who scores below 40 points.

## Exhibit 1: Application Information

### 1. Intent to Submit Form

Points will be awarded to organizations that completed and turned in an Intent to Submit Form by the appropriate date.

2 points

<b>Maximum Number of Points</b>	<b>2</b>
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## Exhibit 2: Economic Disadvantage

### 1. Economic Factors

Points will be awarded based on the extent of economic disadvantage in your service area per the market factors shown below. Please obtain points awarded from Appendix C.

Per Capita Income	0 – 3 points
Poverty Rate	0 – 3 points
Unemployment Rate	0 – 2 points
Percentage of Students Eligible for Free and Reduced Lunch	0 – 2 points

2. Beneficiary Income

Points will be awarded based on the income level of beneficiaries. Homeless individuals, abused children, disabled individuals, and migrant seasonal farm workers are considered below 30% AMI. Please compare beneficiary income to that of the area in which the applicant is located. Refer to the most recent FSP Memo for Income Limits at <http://www.in.gov/ihcda/comdev/comp/memos/memos.html> to obtain this information.

A) Percentage of beneficiaries that are at or below 80% AMI:

At least 60%	1 point
At least 70%	2 points
At least 80%	3 points

B) Percentage of beneficiaries that are at or below 50% AMI:

At least 40%	1 point
At least 50%	2 points
At least 60%	3 points

C) Percentage of beneficiaries that are at or below 30% AMI:

At least 30%	1 point
At least 40%	2 points
At least 50%	3 points

3. Special Needs Populations

Points will be awarded based on the percentage of beneficiaries with special needs.

1 – 25%	1 point
25.1 – 50%	2 points
50.1 – 75%	3 points
75.1 – 99.9%	4 points
100%	5 points

4. Enterprise Zone Location

Points will be awarded based on the percentage of the activity that is located in an enterprise zone and the percentage of beneficiaries residing in an enterprise zone. Documentation must be included in Tab D that shows the enterprise zone and the organization's location or beneficiaries' location in relation to the zone.

Both percentages combined are:

1 – 50%	1 point
50.1 – 100%	2 points

6.5. Designated Area

The applicant's activity is located in or improving conditions in one of the designated areas listed below. Please refer to Appendix D – G for lists of these communities/areas.

- Enterprise Community
- Main Street Community
- Area of Chronic Economic Distress
- Qualified Census Tract

1 point

6. Unique Features

Applicant provides information to demonstrate how the proposed activity is unique.

Applicant should:

List features unique to their organization and project	3 points
Describe the activity's focus on low-income beneficiaries	1 point
Explain how the proposed activity serves an economically disadvantaged area and population	1 point

<b>Maximum Number of Points</b>	<b>32</b>
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**Exhibit 3: Financing**

*Attachments required for Exhibit 3. Questions 1 and 2: Applicants must provide IHCD with their three most recent tax returns filed with the IRS in Tab E. Applicants should include only the tax return cover page and pages containing pertinent information (**Part I and Part IV of Form 990**) rather than the entire tax return. The tax returns must be for fiscal years ending in 2004 or later (i.e. 2003, 2004, 2005 or 2002, 2003, 2004). If the applicant has been in existence for less than 3 years, IHCD will accept all tax returns since incorporation but there must be at least one.*

3.1. Current Assets to Current Liabilities Ratio

Please obtain current asset and current liability information from Part IV of Form 990 (current assets: sum of lines 45, 46, 47, 48, and 49 / current liabilities: sum of lines 60 and 61).

Greater than or equal to 1	1 point
Greater than or equal to 2	2 points

2. Deficit Ratio

Applicant's deficit ratio for the past three years or since incorporation, whichever is less, is between -17% and 17%. Please obtain total revenue and total expense information from Part I of Form 990 (total revenue: line 12 / total expenses: line 17).

$$\frac{\text{Average Total Revenues} - \text{Average Total Expenses}}{\text{Average Total Expenses}} \times 100$$

5 points

3. Leveraged Funds

Points will be awarded based on the amount of NAP leveraged dollars in relation to total project cost.

NAP leveraged dollars are:

Less than 50% of total project cost	1 point
Less than 25% of total project cost	2 points
Less than 15% of total project cost	3 points

4. Financial Commitments

Total Financial Commitments should be indicated in Exhibit 3. Required documentation for financial commitments must be attached in Tab F. Points will be awarded based on the percentage of gap funding that is committed.

No other resources committed	0 points
1 – 25% of other resources committed	1 point
25.1 – 50% of other resources committed	2 points
50.1 – 75% of other resources committed	3 points
75.1 – 100% of other resources committed	4 points

<b>Maximum Number of Points</b>	<b>14</b>
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**Exhibit 4: Organizational Capacity**

1. Mission Statement

Applicant's mission statement is attached in Tab G.

1 point

2. Strategic Plan

Applicant attached a strategic plan that covers the current year (2006) and a period of no less than 3 years total in Tab H. Include a copy of the cover page that indicates the exact date the strategic plan was approved by the applicant's board of directors as well as pertinent sections of the plan related to the proposed NAP activity. If the approved date is not included as part of the document (and indicated as an "approved" date), the applicant must provide minutes of the meeting in which it was approved.

3 points

3. NAP Application Workshop

Points will be awarded if a current employee or board member of the applicant has participated in a 2006 NAP Application Workshop prior to submitting the application.

2 points

4. Other Training Attended

A point will be awarded if a current employee or board member of the applicant has participated in other training that is relevant to the proposed activity and applicant's area of expertise prior to submitting the application.

1 point

5. Participant of a Membership Organization

A point will be awarded if an employee or board member of the applicant is a current participant in a membership organization that is relevant to the proposed activity and applicant's area of expertise.

1 point

6. Access to Skilled Individuals

Points will be awarded for the organization's access to skilled individuals in the following categories whether they are currently paid staff, third-party consultants, or volunteers.

Bookkeeper or Accountant	2 points
Marketing Associate / Development Director	2 points

4.7. Donor List

A list of possible NAP donors or a previous donor list is included in Tab I and consists of:

15 – 30 Names	3 points
31 – 40 Names	4 points
More than 40 Names	5 points

3.8. Past Performance

- Points will be awarded based on the percentage of tax credits the applicant has utilized from their most recent award. Applicants that never received a NAP tax credit award or received an award prior to the 2003-2004 fiscal year will receive 5 points. *(Percentages will be calculated based on the original tax credit allocation amount, or in the case of re-allocation, it will be based on the total tax credit re-allocation amount).*

Applicants that have never received a NAP tax credit allocation	5 points
Applicants receiving an award prior to the 2003-2004 fiscal year	5 points

- Organizations that received a NAP tax credit allocation for the 2005-2006 fiscal year will be scored based on their percentage sold at the end of the third quarter, March 31, 2006. Only organizations receiving re-allocated tax credits in the first and second quarter will be scored in this area. Those organizations will receive scores based on the same percentages as other 2005-2006 recipients.

2005-2006 NAP Recipients

Utilized at least 75% of allocation	3 points
Utilized at least 85% of allocation	5 points
Utilized 100% of allocation	6 points

- Organizations receiving awards in the 2003-2004 FY or 2004-2005 FY will be scored based on final percentages of tax credits utilized at the end of the fourth quarter. All organizations receiving re-allocated tax credits will also be scored in this area based on the same percentages as other recipients.

2003-2004 Or 2004-2005 NAP Recipients

Utilized 95.1 – 99.0 % of allocation	3 points
Utilized 99.1 – 99.9% of allocation	5 points
Utilized 100% of allocation	6 points

**Maximum Number of Points 23**

## Exhibit 5: Community Support and Interaction

### 1. Community Support

Points will be awarded based on the number and type of support forms included in Tab J. Support forms can be found in Appendix H and I. Forms are only valid if signed and dated within six (6) months of the application due date.

Application consists of at least:

2 support forms total	2 points
2 forms from elected officials and 2 forms from additional individuals	4 points

### 2. Collaborative Relationships

Points will be awarded based on the number of entities listed that the applicant partners with to achieve its mission. *Please refer to Appendix A for the definition of a collaborative relationship.*

Applicant's list of partner organizations and contacts consists of at least:

2 partner organizations	2 point
4 partner organizations	4 points

### 3. Referral Partnerships

Points will be awarded based on the number of organizations listed that the applicant accepts referrals from and/or refers beneficiaries to on a regular basis. A Memorandum of Understanding (MOU) must be attached in Tab K in order to receive points. Please use the boilerplate MOU provided in the Appendix J.

1 referring organizations	1 point
3 referring organizations	3 points
5 referring organizations	5 points

<b>Maximum Number of Points</b>	<b>13</b>
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## Exhibit 6: Primary Activity – Services, Affordable Housing, OR Rehabilitation/Revitalization

### SERVICES

#### A. All Applicants Proposing To Use NAP Tax Credits For Services

##### 2. Waiting List

Applicant currently has a waiting list for the proposed service or was forced to turn away clients within the past six (6) months. Waiting list or list of clients turned away is attached in Tab L.

2 points

##### 3. Staff Increase

Applicant plans to hire one or more new staff members or increase staff hours with NAP leveraged dollars. Either the number of new staff or number of additional hours is listed.

2 points

4. Beneficiary Increase

Points will be awarded based on the anticipated increase in beneficiaries served this year versus last year due to NAP leveraged dollars.

1 – 5%	1 point
5.1 – 15%	2 points
15.1 + %	3 points

5. Access To Additional Services

The applicant offers beneficiaries other services in addition to the primary service. Additional services include but are not limited to various types of counseling, educational activities, emergency assistance, food assistance, career placement, prescription fee assistance, different types of medical/dental care, laboratory services, X-Ray services, surgical/operational access.

One additional service listed	1 point
Two additional services listed	2 points
Three additional services listed	3 points

6. License, Accreditation, or Certification

The applicant is licensed or accredited in its area of expertise or a staff member of the applicant has received certification in his/her area of expertise. The type of license, accreditation, or certification must be indicated and relate to the proposed activity in order for the applicant to receive points. Documentation should be attached in Tab M.

2 points

**B. Scoring below based on the applicant's proposed activity.**

**Child Care, Counseling, Educational Assistance, and Job Training Applicants Only:**

7. Beneficiary Identification

The applicant has identified beneficiaries for the proposed activity and documentation (client in-take list) is attached in Tab N. Points will be awarded based on the percentage of the applicant's beneficiaries identified.

More than 50%	1 point
More than 90%	2 points

8. Student to Teacher Ratio

Applicants will receive points based on their "student" to "teacher" ratio (student to teacher meaning the number of beneficiaries in a classroom or counseling session per counselor/instructor/teacher).

6 to 1 or less	1 point
3 to 1 or less	2 points

**Emergency Food Assistance, Emergency Shelter, Recreational Facility, and Transportation Service Applicants Only:**

9. Availability Of Services

Homeless and very low-income beneficiaries are provided with services free of charge.

2 points

10. Sole Provider

The applicant provides services or a facility for an area in which they are the sole provider of that specific type of assistance. (For example: only transportation available in rural areas, only recreational facility of this particular type, only emergency shelter available for families, only shelter for women only, only food assistance including produce in the area).

2 points

**Medical Care Applicants Only:**

11. MUA/MUP

The applicant provides medical care for a Medically Underserved Population (MUP) or a Medically Underserved Area (MUA) and provides documentation of the MUA/MUP in Tab O. Please see definitions in Appendix A for additional information.

2 points

12. Availability of Services

The applicant offers after hours or weekend medical care.

2 points

<b>Maximum Number of Points</b>	<b>16</b>
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**AFFORDABLE HOUSING**

**A. All Applicants Proposing To Use NAP Tax Credits For Affordable Housing**

1. Percentage Change In Population

Points will be awarded based on the average percentage change in population in the applicant's service area. Point values can be obtained from Appendix K.

2 points

2. Waiting List

Applicant currently has a waiting list for the proposed service or was forced to turn away clients within the past six (6) months. Waiting list or list of clients turned away is attached in Tab P.

2 points

3. Existing Structure

The development utilizes vacant structure(s), rehabilitates or acquires existing housing stock, or develops vacant lots in existing neighborhoods in an incorporated area. Applicants will be awarded points based on the percent of total assisted units that meet this criteria.

50 – 99.9%	1 point
100%	2 points



4. Accessibility

The affordable housing project consists of at least three accessibility features in accordance with ADA guidelines. A list of eligible features is included in Appendix L.

2 points

5. Increase In Services

Points will be awarded based on the percentage increase in houses to be built or rehabilitated this year verses last year.

1 – 10 %	1 point
10.1 + %	2 points

6. Beneficiary Identification

The applicant has identified beneficiaries and documentation (client in-take list) is attached in Tab Q. Points will be awarded based on the percentage of the applicant's beneficiaries identified.

More than 50%	1 point
100%	2 points

7. Access To Additional Services

Beneficiaries have the option to participate in pre or post-purchase counseling, financial management, or homeownership counseling.

2 points

8. Readiness To Proceed

The applicant has contracted with or hired a general contractor or engineer and a copy of the signed contract is included in Tab R.

2 points

<b>Maximum Number of Points</b>	<b>16</b>
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## **NEIGHBORHOOD ORGANIZATIONAL REHABILITATION OR DOWNTOWN REVITALIZATION**

### **A. All Applicants Proposing To Use NAP Tax Credits For Rehabilitation Or Revitalization**

2. Existing Structure

The development utilizes vacant structure(s), rehabilitates or acquires existing housing stock, or develops vacant lots in existing neighborhoods in an incorporated area. Applicants will be awarded points based on the percentage of total assisted units that meet this criteria.

50 – 99.9%	1 point
100%	2 points

3. Accessibility

The affordable housing project consists of at least three accessibility features in accordance with ADA guidelines. A list of eligible features is included in Appendix L.

2 points

4. Utilization

The applicant has determined the end use of the structure(s) to be rehabilitated.

2 points

5. Readiness To Proceed

The applicant has contracted with or hired a general contractor or engineer and a copy of the signed contract is included in Tab S.

2 points

6. Access To Additional Services

The applicant offers beneficiaries other services in addition to the primary service provided. Additional services include but are not limited to various types of counseling (homeownership counseling), educational activities, emergency assistance, food assistance, career placement, prescription fee assistance, different types of medical/dental care, laboratory services, X-Ray services, surgical/operational access.

One additional service listed	1 point
Two additional services listed	2 points
Three additional services listed	3 points

**B. Scoring below based on the applicant's proposed activity.**

**Neighborhood Organizational Rehabilitation Applicants Only:**

7. Beneficiary Increase

Points will be awarded based on the anticipated increase in beneficiaries served following rehabilitation.

1 – 5%	1 point
5.1 – 15%	2 points
15.1 + %	3 points

8. Urgency of Rehabilitation

If the proposed rehabilitation project were not completed, the applicant would not be able to continue its normal course of business without interference (due to an inadequate facility) for at least three years without rehabilitation. Please include documentation of the need in Tab T and reference the part of the building needing rehabilitation. This may include pictures, letters from building inspectors, or other appropriate support documentation.

2 points

**Downtown Revitalization Applicants Only:**

9. Increase In Services

Points will be awarded based on the percentage increase in structures to be built or rehabilitated this year versus last year.

1 – 5 %	1 point
5.1 – 15%	2 points
15.1 + %	3 points

10. Historic Preservation

The development contains at least one unit of historical significance or is located in a historic revitalization district and documentation is provided in Tab U. Appropriate documentation is a letter from the Department of Natural Resources, Division of Historic Preservation and Archeology, or other appropriate support documentation, such as maps of the district.

2 points

<b>Maximum Number of Points</b>	<b>16</b>
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